

# **VITA GUIDANCE ON PRINTERS, COPIERS, MULTI-FUNCTION DEVICES, SCANNERS, AND PLOTTERS**

## **Updated 7/1/2011**

As a general rule, printers, copiers, and multi-function devices that are to be attached to the network will be procured by Northrop Grumman and billed to the Commonwealth as a rated service. Before requesting a networked device, the agency should review the list of standard devices offered by the partnership and choose from one of those options. If one of the standard devices will not meet the agency's business need, an exception can be requested.

Leasing through the statewide contracts is not allowed unless an exception is granted.

Please refer to additional details below.

### **The items noted below will be provided through Northrop Grumman:**

- Requests for new, networked printers, copiers, or multi-function devices
  - Northrop Grumman fulfills using the existing service offering most closely related to the request
  - Agencies will be billed at the appropriate monthly rate
  - Maintenance included
  - Consumables *not* included
  - Additional printer trays, envelope feeders provided at incremental cost

### **Exceptions**

Exceptions must be requested by the agency in writing and include a business case. Exceptions only granted by the CIO based on evaluation of the business case.

- Lease renewals
- Specialty printers
- Other

### **Break-fix**

In circumstances where the agency is having problems with the existing asset and requests a replacement asset, a ticket should be submitted to the VCCC. An eVA requisition should NOT be entered.

### **Delegations**

The items noted below are delegated to the agency and should NOT be V-coded (up to \$100,000)\*

- Printers, copiers, or multi-function devices which are NOT networked or shared\*\*
- Scanners and scanner maintenance (standalone, not multi-function devices)
- Plotters and plotter maintenance
- Maintenance renewals on agency-owned or previously leased equipment
- Lease extensions

**\*\*PRINTERS AND MULTI-FUNCTION DEVICES SUBSEQUENTLY ATTACHED TO THE NETWORK WILL BE BILLED AT THE APPROPRIATE VITA RATE AND ADDITIONAL SUPPORT FEES MAY APPLY.**